

STATE NUCLEAR POWER SAFETY INSPECTORATE

DESCRIPTION OF THE PROVISION OF ADMINISTRATIVE SERVICES OF ISSUING AND REVOKING OF CERTIFICATES OF APPROVAL OF RADIOACTIVE MATERIAL SHIPMENT, APPROVAL OF RADIOACTIVE MATERIAL DESIGN, APPROVAL OF PACKAGE DESIGN, VALIDATION OF THE ORIGINAL CERTIFICATE ISSUED BY THE COMPETENT AUTHORITY OF THE COUNTRY OF ORIGIN OF THE DESIGN AND (OR) SHIPMENT

1.	Title of administrative service	Issuance and revocation of certificates of approval of radioactive material shipment, approval of radioactive material design, approval of package design, validation of the original certificate issued by the competent authority of the country of origin of the design and (or) shipment.
2.	Recipients of administrative service	<p>2.1. The certificates of approval of radioactive material shipment can be obtained by natural and legal persons seeking to export nuclear fuel cycle materials, nuclear and fissile materials, defined in the Annex 1 of [12.1] in specified quantities from the territory of the Republic of Lithuania or transport inside the territory of the Republic of Lithuania, (as these materials are defined in international treaties concerning carriage and require a certificate of approval of radioactive material shipment under international treaties of carriage) and to transport in the Republic of Lithuania or export from the Republic of Lithuania nuclear fuel cycle materials, nuclear and fissile materials, defined in the Annex 1 of [12.1] in specified quantities under special arrangements, where international treaties define the requirement to have certificates of approval of radioactive material shipment for such shipments;</p> <p>2.2. The certificates of approval of radioactive material shipment and approval of radioactive material design, obligatory for the transport in cases defined in international treaties concerning carriage, can be obtained by consignor (holder) of nuclear fuel cycle materials, nuclear and fissile materials, defined in the Annex 1 of [12.1] in specified quantities;</p> <p>2.3. The certificates of approval of radioactive material design can be obtained by natural and legal persons seeking to approve such design of nuclear fuel cycle materials, nuclear and fissile materials, defined in the Annex 1 of [12.1] in specified quantities:</p> <p>2.3.1. low dispersible radioactive material design (as these materials are defined in international treaties concerning carriage);</p> <p>2.3.2. special form radioactive material design (as these materials are defined in international treaties concerning carriage);</p> <p>2.4. The certificates of approval of package design can be obtained by:</p> <p>2.4.1. designers and (or) manufacturers of package designs, if the origin of this package design is the Republic of Lithuania, who pursue to obtain the package design approval for: fissile material package design, design of packages containing 0.1 kg or more of uranium hexafluoride, Type B(U) packages, Type B(M) packages and Type C packages.</p> <p>2.5. validation of the original certificate issued by the competent authority of the country of origin of the design and (or) shipment can be obtained by foreign holders of certificates issued by the competent authorities of other country of origin in cases, where international treaties concerning carriage require multilateral approval of</p>

		<p>design for shipments of nuclear fuel cycle materials, of nuclear and fissile materials, defined in the Annex 1 of [12.1] in specified quantities and (or) multilateral approval of package design to transit through the Republic of Lithuania or import to the Republic of Lithuania nuclear fuel cycle materials, nuclear and fissile materials, defined in the Annex 1 of [12.1] in specified quantities (as these materials are defined in international treaties concerning carriage).</p> <p>2.6. Administrative services of the revocation of certificates defined in Paragraphs 2.1–2.5 of this description may be obtained by the holders of the certificate.</p>
3.	Type of administrative service: on-line / off-line service	Off-line services
3.1.	Link to on-line administrative service (<i>if service is on-line</i>)	–
3.2.	Link to application form(s) (<i>if service is off-line</i>)	<p>The forms of applications for issuing certificates, defined in Paragraphs 2.1–2.5 of this description, are indicated in [12.2] and shall be submitted to the State Nuclear Power Safety Inspectorate (hereinafter – VATESI) either directly, by post, via electronic means or through the Point of Single Contact for Services and Products.</p> <p>The applications for revocation of certificates, defined in Paragraphs 2.1–2.5 of this description, shall be submitted to VATESI in free form application.</p>
3.3.	Links to descriptions of administrative service	–
4.	Provision duration of administrative service	<p>4.1. The duration of the procedure of issuance of certificates, defined in paragraphs 2.1–2.5 of this description, is defined in the Paragraphs 4–8 of Article 26¹ of [12.1]:</p> <p>4.1.1. The decision on the issuance of certificates of approval of radioactive material shipment and approval of radioactive material design is taken and certificate is issued within 60 calendar days from receipt of all duly completed documents or within this term a reasoned decision to refuse issuance of the certificate is issued;</p> <p>4.1.2. The decision on the issuance of certificates of approval of package design is taken and certificate is issued within 90 calendar days from receipt of all duly completed documents or within this term a reasoned decision to refuse issuance of the certificate is issued;</p> <p>4.1.3. The decision on the validation of the original certificate issued by the competent authority of the country of origin of the design and (or) shipment is taken and validation is issued within 30 calendar days from receipt of all duly completed documents or within this term a reasoned decision to refuse issuance of the certificate is issued;</p>

		<p>4.1.4. The decision on the issuance of certificates of approval of radioactive material design is taken and certificate is issued within 90 calendar days from receipt of all duly completed documents or within this term a reasoned decision to refuse issuance of the certificate is issued;</p> <p>4.1.5. The time limits specified in Paragraphs 4.1.1–4.1.4 of this description may be extended once, when extended at least 5 working days before the deadline, in cases, when there is a need to contact other institutions or bodies of the Republic of Lithuania or of other countries for information, but not for longer than 30 days, after notifying the applicant in writing of the extension of time limit and stating the reasons for the extension of time limit.</p> <p>4.2. Failure to issue a certificate, defined in Paragraphs 2.1–2.5 of this description, or failure to provide a reasoned refusal to issue the certificate within due time, shall not be deemed to constitute the issuance of the certificate.</p> <p>4.3. The decision on the revocation of certificates, defined in Paragraphs 2.1–2.5 of this description, is taken not later than within 20 business days (Paragraph 25 of [12.5]).</p>
5.	Price of administrative service	<p>The amount of the obligatory State fee is defined in [12.3] in these Subparagraphs:</p> <p>5.1. in Subparagraph 4.600³ – issuance of certificate of approval of radioactive material shipment;</p> <p>5.2. in Subparagraph 4.600⁴ – issuance of certificate of approval of radioactive material design;</p> <p>5.3. in Subparagraph 4.600⁵ – issuance of certificate of approval of package design;</p> <p>5.4. in Subparagraph 4.600⁶ – issuance of certificate of approval of radioactive material shipment and approval of radioactive material design;</p> <p>5.5. in Subparagraph 4.600⁷ – issuance of validation of the original certificate issued by the competent authority of the country of origin of the radioactive material shipment;</p> <p>5.6. in Subparagraph 4.600⁸ – issuance of validation of the original certificate issued by the competent authority of the country of origin of the package design;</p> <p>5.7. in Subparagraph 4.600⁹ – issuance of validation of the original certificate issued by the competent authority of the country of origin of the design and (or) shipment.</p> <p>The administrative service of revocation of certificates, defined in Paragraphs 2.1–2.5 of this description, shall be free of charge.</p>
6.	Means of payment and procedure (including the payment option for foreigners)	<p>The obligatory State fee is paid into any budget revenue collection account published on the website of the State Tax Inspectorate under the Ministry of Finance: https://www.vmi.lt/cms/biudzeto-pajamu-surenkamoji-saskaita.</p> <p>Payee of the obligatory State fee – the State Tax Inspectorate under the Ministry of Finance.</p> <p>When paying for the administrative service, it is important to indicate the payment code. When paying obligatory State fee for administrative services specified in this description the payment code is 5780.</p>

7.	Description of administrative service procedure	<p>7.1. Issuance of the certificates, defined in Paragraphs 2.1–2.5 of this description: the applicant for obtaining any of the certificates, defined in Paragraphs 2.1–2.5 of this description, shall submit an application together with documents demonstrating compliance of use of the radioactive material or design of the package and the transport of these materials with the requirements for the certification of shipment or radioactive material design. The application together with supporting documents shall be submitted to VATESI either directly, by post, via electronic means or through the Point of Single Contact for Services and Products in accordance with Chapter III of ([Paragraph 9 of [12.4]). VATESI upon receipt of an application for any of the certificates, defined in Paragraphs 2.1–2.5 of this description, shall, not later than within 5 business days, inform in writing the applicant that the application for the certificate has been received. If the applicant has submitted an incomplete set of documents defined in [12.4], which are required for the issuance of the certificate or the documents submitted do not meet the requirements of [12.4], the information is inaccurate or not in the current state, VATESI shall, not later than within 5 business days, notify in writing such person of receipt of incomplete set of documents required for the issuance of a certificate and request the applicant to provide the missing documents and inform that the time limit for taking a decision on the issuance of a certificate shall be counted from the date of receipt of all the duly completed documents (Paragraphs 10–11 of [12.4]).</p> <p>The certificates, defined in Paragraphs 2.1–2.5 of this description, shall be issued only when VATESI reviews the design and (or) activities, for which the certificate is required, are in compliance with the requirements of international treaties concerning carriage (Paragraph 1 of the Article 26¹ of [12.1]).</p> <p>Failure to issue a certificate, defined in Paragraphs 2.1–2.5 of this description, or failure to provide a reasoned refusal to issue the certificate within due time, shall not be deemed to constitute the issuance of the certificate (Paragraph 9 of the Article 26¹ of [12.1]).</p> <p>7.2. Revocation of the certificates: the holder of the certificate submits requests to VATESI to revoke the certificate either directly or remotely (by mail, courier or documents signed with secure electronic signature, e-mail or other secure electronic means) as well as through the Point of Single Contact for Services and Products.</p>
8.	Information and documents to be submitted	<p>The documents, which a natural or legal person shall submit with the application for the certificate, are defined in:</p> <p>8.1. for the issuance of certificate of approval of radioactive material shipment – Paragraphs 20–22 of [12.4];</p> <p>8.2. for the issuance of certificate of approval of radioactive material design – Paragraph 23 of [12.4];</p> <p>8.3. for the issuance of certificate of approval of package design – Paragraphs 24–28 of [12.4];</p> <p>8.4. for the issuance of validation of the original certificate issued by the competent authority of the country of origin of the design and (or) shipment – Paragraph 29 of [12.4].</p>
9.	Administrative service provider	<p>Head of the Division of Transportation and Radiation Safety Kristina Tumosienė Tel.: (8 5) 2661 591</p>

		<p>E-mail: kristina.tumosiene@vatesi.lt</p> <p>VATESI Deputy Head for Radiation Safety Darius Lukauskas Tel.: (8 5) 266 1593 E-mail: darius.lukauskas@vatesi.lt</p>
10.	Procedure for appealing (inaction) decisions adopted by administrative service provider	<p>Decisions of VATESI may be appealed to the Lithuanian Administrative Disputes Commission (Vilnius str. 27, 01402 Vilnius) under the procedure established by the Law on Pre-Trial Administrative Disputes or to Vilnius Regional Administrative Court (Zygimantu str. 2, 01102 Vilnius) under the procedure established by the Law on Administrative Proceedings of the Republic of Lithuania optionally, but not later than one month from the date of the notification of the decision to the party. If VATESI fails to fulfil its duties or delays in resolving the matter and fails to resolve it within the prescribed time limit, such failure to act may be appealed within 2 months from the date of expiry of the time limit for resolving the matter prescribed by law or any other regulation.</p>
11.	Contacts of organisations that can provide information or practical assistance to recipients (<i>if such organisations are known</i>)	–
12.	Applicable legislation	<p>12.1. Law on Nuclear Safety of the Republic of Lithuania;</p> <p>12.2. Order No. 22.3-234, 5th of December, 2017, approved the Head of State Nuclear Power Safety Inspectorate „On the Approval of Forms of Applications for Certificates and Forms of Certificates“;</p> <p>12.3. The Resolution No. 1458, December 15th, 2000, of the Government of the Republic of Lithuania ”On approval of List of Values of Concrete State Fees and Approval of Rules on Payment and Refund of State Fee“;</p> <p>12.4. Order No. 22.3-133 of 31st of July, 2017 of the Head of State Nuclear Power Safety Inspectorate On the approval of Nuclear Safety Requirements BSR-4.1.1-2017 „Rules on the Issue of Certificates for Transport of Nuclear Fuel Cycle, Nuclear and Fissionable Materials“;</p> <p>12.5. The Resolution No. 875, 22nd August, 2007, of the Government of the Republic of Lithuania ”On Approval of Rules for Handling of Applications and Complaints and Providing Services for Persons in Public Administration Institutions“.</p>